

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS - NAPA

JOB CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (RECRUITMENT - EHU)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Perform responsible, varied and complex technical work of the state personnel management program; advise and assist operating officials; act as leadperson for other staff; do other related work.

45% Under direction, plans, organizes, and develops the hospital's ongoing Nursing recruitment outreach activities in collaboration with the activities of the Department of State Hospitals (DSH) Recruitment Unit, Clinical staff, and Human Resource (HR) staff. In conjunction with identified management, develops and implements recruitment strategies for targeted classifications. Visits and forms relationships with local educational and professional industries; coordinates hospital participation and attends job fairs and conferences. Provides candidates with accurate employment information including salaries, benefits, working conditions, minimum requirements, interview processes, clearances, etc. Provide candidates with information regarding the hospital's mission, treatment modalities, and patient population. May schedule and guide hospital tours for prospective candidates.

Maintains awareness of hiring needs for all classifications hired at the hospital. Provides consultation and assistance to Discipline Chiefs and Hiring Supervisors in their area recruitment efforts.

Assists in the development of recruitment materials designed to educate, inform, and promote classifications. Monitors and reviews the DSH and CalCareer websites, intranet, and social media sites for content, consistency and accuracy.

25% Orders and maintains supplies of recruitment materials and provides event participants with appropriate materials to effectively recruit staff. Tracks and monitors recruitment activities for effectiveness. Collects, monitors, and reports applicable recruitment and candidate statistics. Provides various reports to Executive Management and Human Resources Management Team as requested.

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25% Posts vacancies to the Exam Certification On-Line System (ECOS) and verifies content is accurate. Reviews applications to ensure minimum qualifications (MQ's) are met and determine eligibility, including lateral transfer criteria, appropriate and list eligible candidates, Training and Development Assignments, etc. Verifies transfer eligibility to ensure applicants meet all laws and rules. Recommends alternate options for recruitment to increase candidate pools. Assists candidates with the CalCareer Exam process online. Provides Exam/Hiring Unit Office coverage which may include answering phones, directing calls, and assisting customers at the front counter.

Ongoing responsibilities include: ensuring all advertisements are up-to-date and reviewing accuracy; analyzing information related to recruitment and advertising methods; researching potential recruitment advertising, and marketing sources; assist with advertisements related to recruitment workshops. Orders certification lists or appropriate lists, when applicable. Tracks candidate status throughout the exams and hiring process using multiple spreadsheets. Maintains hiring files. Initiates and tracks candidates' fingerprinting and physical examination clearances through Occupational Health Clinic (OHC) and Hospital Police. Communicates and provides information and updates to candidates and hiring managers.

5 % Assist with delegated exam functions as needed. May be required to work weekends or overtime to proctor exams after hours or on weekends. Other duties and special projects as assigned.

2. SUPERVISION RECEIVED

The Associate Governmental Program Analyst (AGPA) (Recruitment) functions under the general direction of the Exam/Hiring Manager (SSMI) and the direct supervision of the Human Resources Director (SSM III).

3. SUPERVISION EXERCISED

The Associate Governmental Program Analyst (AGPA) (Recruitment) does not exercise supervision; but may be assigned to function as lead person for other analysts or support staff.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applying principles and practices of public personnel management; classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management. Skill in: applying principles and practices of public personnel management.

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ABILITY TO:

Perform research in various personnel fields; interpret and apply laws, rules, standards and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively; maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None

6. LICENSE OR CERTIFICATION – Not Applicable

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public;
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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